



City of NORFOLK

C: Dir., Department of Public Works

To the Honorable Council
City of Norfolk, Virginia

December 11, 2012


From: Sid Kitterman, City Engineer

Subject: Sole Source Procurement
October 2012

Reviewed: Ronald H. Williams, Jr., Assistant City
Manager

Ward/Superward: Citywide

Approved:


Marcus D. Jones, City Manager

Item Number:

C-2

I. **Recommendation:** Receive and file.

II. **Applicant:** City of Norfolk

III. **Description**

Sole Source Procurement was necessary for repairs to gymnasium sports flooring at eight (8) Community Centers. Since the time of the original installation, wear and tear, and damage to floor surfaces has occurred. Additionally, water vapor migrating through the concrete floor slab has caused air bubbles in many areas resulting in a tripping hazard. The repairs will return the floors to their proper working condition and reduce potential hazards at the recreation facilities.

IV. **Analysis**

In accordance with City Code 33.1-41, this action was approved by Assistant City Manager Ronald H. Williams, Jr., Contract Number 13602 in the amount of \$18,889.94 was issued to Warthan Associates, Inc. for the above described work.

V. **Financial Impact**

Cost of work is \$18,889.94; FY 09 CIP funds were utilized.

VI. **Environmental**

N/A

VII. Community Outreach/Notification

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action

N/A

IX. Coordination/Outreach

This letter has been coordinated with Department of Public Works and Recreation, Parks & Open Space.



Inter Department Correspondence Sheet

TO: _____ Marcus Jones, City Manager

FROM: _____ Sid Kitterman, City Engineer

COPIES TO: _____ John Keifer, Director of Public Works

SUBJECT: _____ Report of Emergency/Sole Source Procurement

October 31, 2012

The following report of emergency/sole source procurements for the month of October is forwarded in accordance with City Code Chapter 33.1-41:

1. Description of Procurement (sole source): Gymnasium Floor Repairs

Department: Public Works

Contractor: Warthan Associates, Inc.

Amount: \$18,889.94

Justification: See attached.



J. S. (Sid) Kitterman, III

JSK/tmf



NORFOLK

Inter Departmental Memorandum

TO: Ron Williams, Assistant City Manager

THROUGH: John Kelfer, Director of Public Works *John Kelfer*

FROM: Darrell R. Crittendon, Director of Recreation, Parks & Open Space *DR*

COPIES TO: Chad Morris, Division Head Open Space Planning & Development

SUBJECT: Sole Source Procurement- Gymnasium Floor Repairs at Eight Community Centers

DATE: 09/12/12

In accordance with City Code Sec. 33.1-40, this is to request authorization to enter into a contract with Warthan Associates Incorporated, on a sole source basis, for repairs to gymnasium sports flooring at eight (8) Community Centers. Since the time of the original installation of the sheet membrane gymnasium flooring at various community centers, wear and tear, and damage to the floor surface has occurred. In addition, water vapor migrating through the concrete floor slab has caused air bubbles in many areas resulting in a tripping hazard. The proposed repairs to the gymnasium floors will restore the surface to its original smooth finish by repairing chips, gouges, and air bubbles. Four of the facilities will also be re-stripped where the court lines are badly worn. These repairs will return the gym floors to proper working condition and reduce potential tripping/fall hazards at the recreation facilities.

The proposal is for the amount of \$18,889.94

It has been determined that there is only one source practically available for this procurement. The justification for using a sole source is as follows:

Most of the eight (8) community centers have gymnasium floors that are still within their original 15 year warranty for surface wear. In order to not potentially void the warranty, the repairs should be performed by a manufacturer certified/trained installer. Warthan Associates, whose office is located in Richmond, Virginia, maintains manufacturer trained installers, and was the original installer of the sports flooring in at least 6 of the 8 gymnasiums where repairs are proposed. We are not aware of any companies locally, with the experience and expertise required to repair this type of flooring.

Please indicate your approval on the line below.

Approved: *Ron Williams* *9/12/12*
Ron Williams Date